



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor/
Associate Management Auditor (Child Support Unit) **Statewide**

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: April 6, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, (916) 323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-643-5841-XXX
051-643-4159-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent will perform at the full journey level. This includes examining organizational operations and internal management controls and conducting the complex technical audits of fiscal and management procedures and practices of agencies and other organizations subject to review by the Office of the State Controller. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Act as a team member in conducting audit assignments to ensure compliance with the appropriate legislation governing operation of the organization/electronic program payments under review. Assess the program information to determine if proper accountability has been maintained. Integrate audit objectives as established by management concerning budgeted hours and effective use of time into each audit assignment.
- Provide technical consultative service for management concerning the preparation of reports and the presentations of reports and the presentations of audit findings.
- Facilitate the development and implementation of new and existing tape claims (electronic payment) processes in accordance with guidelines set by the SCO.
- Handle special projects involving diverse automation objectives with accounting and payment systems within the SCO and other agencies.
- Travel to and from audit site.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Evaluate and apply all laws, rules, regulations, legal opinions, and/or legislation applicable to complex audit assignments.

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Desirable Qualifications:

Current and Valid Driver's License

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls